



Illinois Department of Corrections

Administrative Directive

Number: 02.42.110	Title: Individual in Custody Trust Fund Authorization	Effective: 10/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Director
Supersedes:	02.42.110 effective 3/1/2001

Authority: 730 ILCS 5/3-2-2 and 3-13-6 20 IAC 205	Related ACA Standards: 5-ACI-1B-07, 20 – 23, 5-ACI-5A-06 - 07
Referenced Policies: 01.07.110	Referenced Forms: DOC 0006 – Trust Fund Signature and Authorization

I. POLICY

The Department shall receive and deposit monies on behalf of individuals in custody who have so authorized in accordance with this directive.

II. PROCEDURE

A. Purpose

The purpose of this directive is to establish written instructions to staff regarding obtaining an individual in custody's authorization to receive and deposit funds on his or her behalf.

B. Applicability

This directive is applicable to all correctional facilities within the Department.

C. Facility Reviews

A facility review of this directive shall be conducted at least annually.

D. Designees

Individuals specified in this directive may delegate stated responsibilities to another person or persons unless otherwise directed.

E. Requirements

1. Correctional Facilities

a. The Chief Administrative Officer at each Reception and Classification Center shall:

(1) Upon admission, ask each individual in custody to sign a Trust Fund Signature and Authorization, DOC 0006, authorizing Department officials to:

(a) Endorse, by stamp, checks or money orders; and

(b) Deposit such funds in the individual in custody's trust fund account.

(2) Forward the DOC 0006 to the Record Office for placement in the individual in custody's master file in accordance with Administrative Directive 01.07.110.

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- b. The DOC 0006 shall remain in effect during the individual in custody's period of institutionalization.

NOTE: Individuals in custody shall only be requested to sign another DOC 0006 if the card is missing from the individual in custody's master file.

2. Transitional Security Facilities

- a. The Chief Administrative Officer of each Transitional Security facility shall, upon admission:
 - (1) Ask each individual in custody to sign a DOC 0006 authorizing facility officials to:
 - (a) Endorse, by stamp, checks or money orders; and
 - (b) Deposit such funds in the individual in custody's trust fund account.
 - (2) Place the original DOC 0006 in the facility's financial file, and a copy in the facility's case file.
 - b. The DOC 0006 shall remain in the Transitional Security facility's financial file when the individual in custody leaves the facility.
 - c. If an individual in custody transfers between Transitional Security facilities, he or she shall be required to sign a new DOC 0006 at the receiving facility.
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